

# **Overview of the Grossmont-Cuyamaca Community College District Auxiliary**

The GCCCD Auxiliary was activated in January 2002. Prior to that, the Auxiliary filed Articles of Incorporation with the State of California and requested a Tax I.D. (EIN) number from the IRS. The IRS issued an initial determination letter dated January 17, 2001 indicating that the Auxiliary was classified as a 501(c)(3) entity. On October 2004 the IRS issued the final letter of determination affirming that the Auxiliary was a non-profit 501(c)(3) organization.

## **Mission of the GCCCD Auxiliary**

The GCCCD Auxiliary serves the colleges and the district by supporting the implementation of grants and contracts, including jointly seeking new external funding for college programs and activities. The GCCCD Auxiliary offers a flexible vehicle for the colleges and the district to administer grants and contracts.

## **Relationship with GCCCD**

The GCCCD Auxiliary was created as an "auxiliary organization" of the Grossmont-Cuyamaca Community College District (GCCCD), per section 72672 of the California Education Code. As such, GCCCD and the Auxiliary executed a Master Agreement describing the roles and responsibilities of each entity. One of the requirements of this agreement is that the GCCCD Auxiliary provide an annual activities report to the GCCCD Governing Board describing the functions and activities of the Auxiliary, including a report on the results of the annual independent audit.

## **Financial Activities**

The Auxiliary employs a full-time accountant to process all financial transactions, including accounts payable, tracking accounts receivable, preparation of paychecks, allocation of benefit costs, tracking employee leave balances, preparation of annual 990 form to the IRS, and all other financial matters. The PayChex payroll system is used for payroll processing, including preparation of paychecks. The IFAS Classic computerized accounting system is used to record all financial transactions (revenue and expenditures) by fund and by object code. There are currently 48 active, separate funds in the Auxiliary.

## **Board of Directors**

Per the Auxiliary's Bylaws, there are seven members of the Board of Directors:

- Chancellor of GCCCD

- President of Grossmont College

- President of Cuyamaca College

- Vice-Chancellor of Business Services, GCCCD

- Vice-Chancellor of Human Resources, GCCCD

- Presidents of the Cuyamaca and Grossmont College Foundations

**Director**

Since its activation in January 2002, the Director of the GCCCD Auxiliary has been Stan Schroeder. From inception until June 30, 2006, Mr. Schroeder was an Associate Dean at Grossmont College and was assigned to the Auxiliary via an Interjurisdictional Agreement. Director's assignment as Director of the GCCCD Auxiliary was initially 25%; it changed to 50% effective 3-1-03. Effective July 1, 2006, he was provided an employment contract by the GCCCD Auxiliary and simultaneously resigned his position with GCCCD.

**Staffing**

The Auxiliary currently has 86 employees; 34 full-time (over 20 hours per week) and the balance are hourly.

**Contracts**

The Auxiliary is funded via the "indirect" rates on the grants/contracts it administers. The Auxiliary's total program expenses per year were:

<b>Fiscal Year Ending June 30</b>	<b>Expenses in Fiscal Year</b>
2002	\$58,912
2003	\$1,206,040
2004	\$1,802,801
2005	\$2,381,655
2006	\$3,869,569

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